

Appendix F

Sample Letter of Delegation of Procurement Authority

MEMORANDUM FOR: (Cardholder's Name and Title)

FROM: (Name and Title of HCA designee)

SUBJECT: Delegation of Contracting Authority for GPC Use

You are hereby designated as a GPC Program Cardholder. You have successfully completed the mandatory GPC training program and are authorized to obtain supplies and non-personal services using the GPC. Your single purchase limit has been established at _____, and your total monthly spending limit is _____. You cannot exceed either of these limits without approval of the A/OPC. Your Billing Official is _____.

The supplies and non-personal services you obtain with the GPC must be for official Government requirements and must be consistent with your assigned responsibilities and your card purchase limits, including commodity restrictions. This authorization does not exempt you from the requirement to obtain certain supplies from required sources of supply listed in Federal Acquisition Regulation (FAR) Part 8, or from other organizations that have been given exclusive contracting authority for that commodity or service.

You are required to obtain any pre-purchase approval required by Army or this organization's policy and also to ensure that all accountable property is reported to the Property Book Officer. You are responsible for all transactions made with this card. You alone are authorized to use this card. This delegation is valid until it is formally modified, suspended, or cancelled. This delegation of authority cannot be re-delegated.

You must notify your Billing Official when you separate from (Name of Activity) through dismissal, retirement, transfer, or for any other reason. If it is determined that you no longer will be required to use the card, this delegation will be terminated and the card must be destroyed.

First Name Last Name
Chief of Contracting

I HAVE REVIEWED THE ABOVE AND UNDERSTAND AND CONCUR WITH MY
RESPONSIBILITIES IN CONNECTION WITH THE GPC PROGRAM

(SIGNATURE)

(DATE)